 <p>NSNFP National Spent Nuclear Fuel Program</p>	<p align="center">PREPARING THE NSNFP QUALITY ASSURANCE PROGRAM PLAN AND QARD REQUIREMENTS MATRIX</p>	<p>Doc. No.: NSNFP 2.07 Revision: 1 Eff. Date: 10/22/2004 Page: 1 of 5 DAR No.: NSNF-540</p>
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Approval: M. D. Gardner  Date: 10/12/2004
 Manager, National Spent Nuclear Fuel Program

I. PURPOSE AND SCOPE

This procedure establishes the format, content, and process to be used by the National Spent Nuclear Fuel Program (NSNFP) for preparing and revising the Quality Assurance Program Plan (QAPP) and Quality Assurance Requirements and Description (QARD) Requirements Matrix.

II. SUMMARY

This procedure describes the initiating conditions that cause the creation of a QAPP and Matrix or changes, demonstrates format, and addresses criteria to guide the development of content in common with criteria to be used by formal reviewers.

III. PROCEDURE

A. Initiating a Quality Assurance Program Plan or Revisions

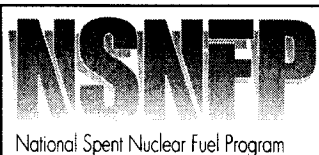
NSNFP
QASM

1. Prepare a QAPP revision when:
 - a. QARD revisions affect the adequacy of the plan.
 - b. The NSNFP Program Management Plan introduces changes in mission or objectives that affect the adequacy of the QAPP.
 - c. Directed by the Manager, NSNFP
2. Initiate QARD Requirements Matrix changes when :
 - a. QARD revisions or changes are received
 - b. NSNFP QAPP revisions affect the matrix
 - c. NSFNP implementing procedures are added or cancelled.

B. Developing and Formatting a NSNFP QAPP and a NSNFP QARD Requirements Matrix or Change

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1. Coordinate with the NSNFP Document Control Center (DCC) to select a QAPP or a QARD Requirements Matrix number.
2. During development, annotate a new document or documents undergoing change with the word "Draft" after the revision number. At the discretion of the preparer, mark variations of the draft during development Draft A, Draft B, etc.



**PREPARING THE NSNFP
QUALITY ASSURANCE
PROGRAM PLAN AND QARD
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3. Change bars may be placed in the right-hand column of the documents to signify modified text areas from one revision to the next.
 4. Use Attachment A, NSNFP Quality Assurance Program Plan Development and Review Criteria, to form the content of a NSNFP QAPP or revision.
 5. Use Attachment B, NSNFP QARD Requirements Matrix Development and Review Criteria, to form the content of the matrix or change.

C. Review and Approval of the NSNFP QAPP and QARD Requirements Matrix or Changes

- NSNFP
QASM
1. Submit the completed draft QAPP and QARD Requirements Matrix for review and subsequent approval according to NSNFP Procedure 6.01.
 2. Prepare NSNFP correspondence to forward the approved NSNFP QARD Requirements Matrix or approved changes to the Director, OCRWM Office of Quality Assurance, if requested by the Director.

IV. REFERENCES

- A. Office of Civilian Radioactive Waste Management, *Quality Assurance Requirements and Description*, DOE/RW/-0333P

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Quality Assurance Program Plan Development and Review Criteria

Attachment B, NSNFP QARD Requirements Matrix Development and Review Criteria

VII. QUALITY RECORDS

The following quality records that are generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

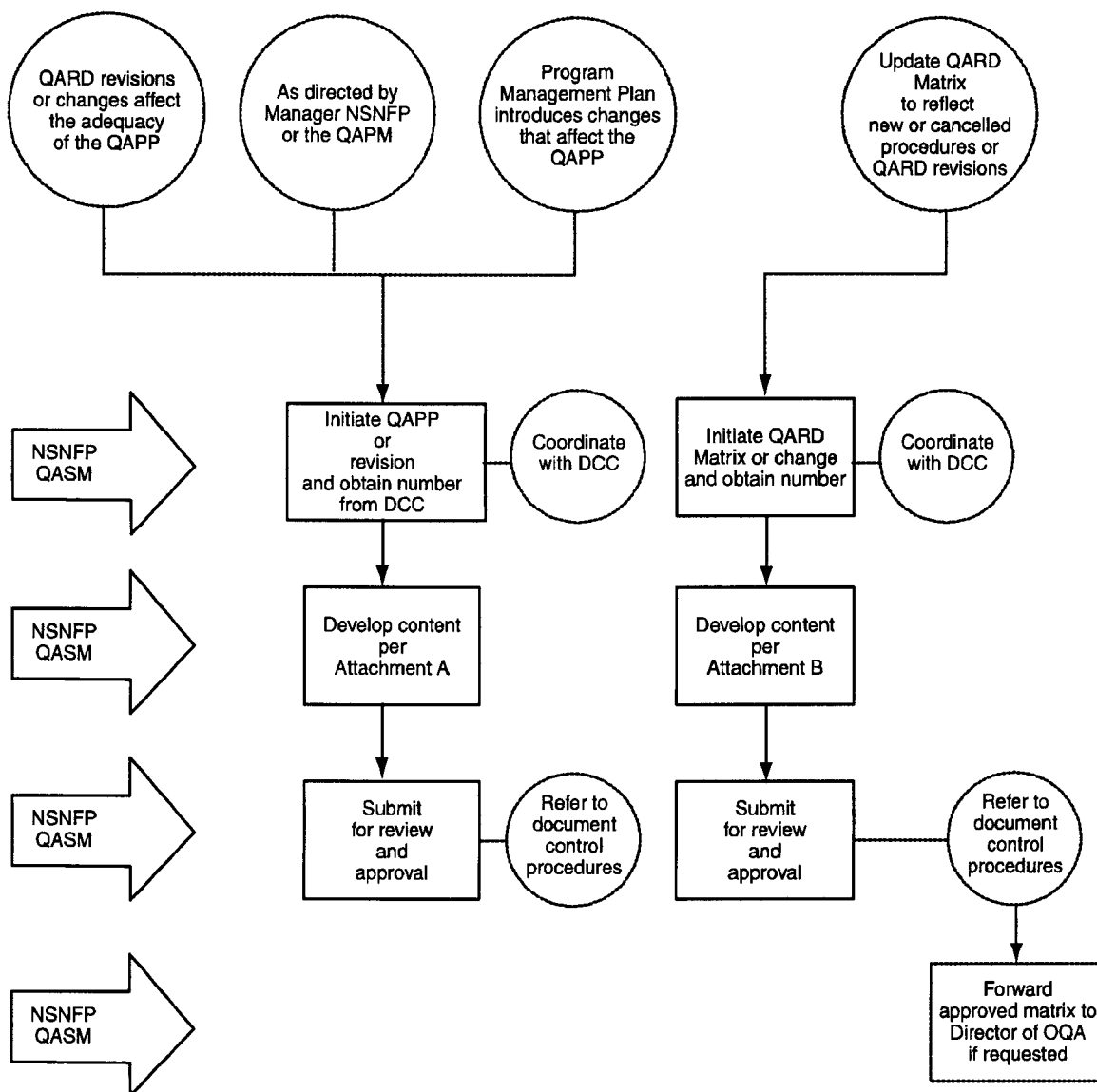
Lifetime

- A. Approved NSNFP Quality Assurance Program Plans
- B. Approved NSNFP QARD Requirements Matrices

Nonpermanent

- A. NSNFP correspondence forwarding the approved NSNFP QARD Requirements Matrix or approved changes to the Director, OCRWM Office of Quality Assurance

VIII. PROCEDURE FLOW DIAGRAM




Attachment A

NSNFP Quality Assurance Program Plan Development and Review Criteria

The following criteria apply to the development and review of a Quality Assurance Program Plan (QAPP).

- A. The approval authority is consistent with NSNFP Procedure 6.01.
- B. The plan is consistent with the mission, objectives, scope, and activities of the NSNFP as described by the NSNFP Program Management Plan.
- C. The QAPP is consistent with the organization, program strategy, and responsibilities for those managing the NSNFP as described by the NSNFP Program Management Plan.
- D. The Quality Program management responsibilities are described.
- E. The NSNFP external interfaces are described.
- F. The plan addresses the following as applicable:
 - 1. Introduction
 - a. Purpose of the NSNFP QAPP
 - 2. External Interfaces
 - 3. Organization—General
 - a. DOE NSNFP Program Management
 - b. DOE NSNFP Quality Assurance Program Management
 - 4. QA Program Documents
 - 5. Work Planning
 - 6. Training and Qualification
 - 7. Design Interface
 - 8. Managing Procurement Activities
 - 9. Development and Control of Implementing Documents
 - 10. Test Control
 - 11. Corrective Action
 - 12. Records Management
 - 13. Assessments/Audits
 - 14. Software Control
 - 15. Scientific Investigation
 - 16. Control of the Electronic Management of Data
 - 17. Storage and Transportation
 - 18. Other applicable topics.

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Attachment B

NSNFP QARD Requirements Matrix Development and Review Criteria

A. The layout of the matrix is consistent with Table B-1.

Table B-1. Example of matrix columns listing implementing documents and procedures, exceptions, justifications, and comments.

QARD Rev 10 Section No.	NSNFP Implementing Document or Procedure	Exceptions/ Justifications or Comments
Section 2.0 Quality Assurance Program	DOE/SNF/QAPP-001, NSNFP Quality Assurance Program Plan NSNFP Procedure 16.04, Stop Work	Exception: QARD Section 2.2.7 does not apply to NSNFP Justification: Management Assessment as described by QARD Section 2.2.7 is an activity performed by OCRWM
Section 3.0 Design Control	NSNFP Procedure 3.04, Engineering Documentation	Comment: NSNFP is not the designer of record for the Yucca Mountain Project
Section 18.0 Audits	NSNFP Procedure 18.01, Planning And Scheduling Assessments	None

- B. The current revision of the QARD is referenced in the left-hand column of the matrix
- C. The matrix addresses each QARD section, supplement, and appendix in the left-hand column.
- D. The effective date of the matrix is consistent with the anticipated schedule of work.
- E. The selection of QARD sections for implementation is complete and appropriate to the missions, strategy, and activities of NSNFP.
- F. The NSNFP implementing documents or procedures are listed for those QARD sections that are considered applicable to the mission, strategy and activities of NSNFP.
- G. Justifications are provided for those sections of the QARD that are indicated as not applicable, i.e., not applicable to the NSNFP Scope of Work.